

Coastal Bend Bays & Estuaries Program, Inc.

Contractor Quarterly Report Guide

The contractor shall submit written quarterly progress reports by the end of each CBBEP fiscal quarter, with the reports due on December 10, March 10, June 10, and September 10, or upon the termination date of the contract. Quarterly reports shall detail progress on all major tasks, in chronological order. If a project extends beyond the proposed timeline, quarterly reports must continue to be submitted until completion of the project. The purpose of these reports is to keep the CBBEP Project Manager informed regarding progress of the project and any associated problems encountered. It is important that the Quarterly Report accurately reflect the progress of the project and document any QA/QC discrepancies or problems that may have been encountered. All contractors must follow the outline below in developing their quarterly report. Quarterly Reports should not exceed two pages of single-spaced text in length (excluding the title page). Quarterly reports may be submitted via fax (361-881-5168), e-mail, or by mail (1305 N. Shoreline Blvd, Suite 205, Corpus Christi, Texas 78401).

- I. **Title page:** (the title page should take up a full page)
 - A. *Project name and number*
 - B. *Names of Performing Party Authorized Representative*
 - C. *Address and phone #*
 - D. *Reporting period (dates of quarter)*
 - E. *Date of submission*
 - F. *Include the following:*
 - Submitted to:*
 - Coastal Bend Bays & Estuaries Program*
 - 1305 N. Shoreline Blvd., Suite 205*
 - Corpus Christi, TX 78401*
- II. **Description of tasks completed:**

These are the tasks described in the contract. This section should be written in paragraph form for each task and consist of one to three sentences per task.
- III. **Problems encountered/ Corrective actions:**

Describe any problems encountered and corrective actions taken during the quarter. Problems could include QA/QC discrepancies, equipment failure, project design issues, scheduling conflicts, weather related problems, etc.... Note dates problem(s) occurred. This section should be written out in paragraph form for each task and consist of one to three sentences per task.
- IV. **Status of tasks in progress:**

Please indicate what tasks are being worked on and % completion for each task. This section should be written out in paragraph form for each task and consist of one to three sentences per task.
- V. **Plan for next quarter:**

Indicate expected times of completion of tasks. This section should be written in paragraph form.
- VI. **Adherence to Project Timeline:**
 - A. *Explanation of delays (if any). If the project has delays, explain in detail the reason(s) why.*
 - B. *Anticipated delays. If known delays are expected, explain in detail the reason(s) why.*